



USAID
FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER: 43-13

OPEN TO: All Interested Candidates / All Sources

POSITION: Human Resources Assistant; USAID/ODC/PSC; FSN-8

OPENING DATE: November 13, 2013

CLOSING DATE: November 26, 2013

WORK HOURS: Full-time, 40 hours / week

SALARY: Position Grade: FSN-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.

Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.

All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.

The U.S. Embassy/USAID-ODC in Abidjan is seeking an individual for the position of **Human Resources Assistant** for USAID/Office of Development Counselor Côte d'Ivoire Field Office.

Important: All Applications and Resumes Must be in English

BASIC FUNCTION OF POSITION

The Human Resources Assistant will work very closely with Embassy HR, GSO, as well as with Accra/EXO/HR. The position will be responsible for assisting the Executive Officer with a range of Human Resources (HR) duties and non-HR responsibilities such as Travel, Communications and Records, Reporting, and GSO Liaison. The Human Resources Assistant serves as a full member of the USAID/Cote d'Ivoire EXO Team and leader on HR and GSO-related issues, performing a variety of HR duties in support of USAID/Cote d'Ivoire programs. The primary assignment is to perform HR day-to-day management duties and serve as a liaison between USAID Accra and the Embassy HR Office in Abidjan. This involves the management of FSN/USPSC employment within the ODC, OTI, and PEPFAR; and, the preparation of documentation for grade-level position classification of FSN/USPSC positions, completing a wide variety of personnel actions, administering USAID awards programs, managing the USAID FSN/LE Staff performance evaluation program, and maintaining, organizing, and updating official personnel/contract files. The Assistant assists with the recruitment process for USAID local personnel.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 43-13; Human Resources Assistant, USAID/ODC/PSC

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** Completion of secondary school and at least two years of university training, equivalent to the US educational requirement for an Associate Degree, or the local equivalent (BAC+2) is required.
2. **Prior Work Experience (20%):** A minimum of three years progressively responsible experience in human resources or other customer service-related field is required.
3. **Language proficiency (20%): Level IV** (fluency) speaking/reading/writing in both **English** and **French** is required. The Assistant is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host-country language into correct English, and vice versa. On occasion, the Assistant may be required to act as an interpreter in situations where considerable importance attaches to proper word meaning. ***Language proficiency will be tested.***
4. **Job Knowledge (25%):** A thorough knowledge or the ability to quickly gain a thorough knowledge, of Automated Directives System (ADS) Chapter 3FAH – FSN Compensation, FSN Position Classification, FSN Handbook, 3FAM, USAID-specific handbooks and associated agency human resources manuals and regulations is required.
5. **Skills and Abilities (25%):** A good knowledge or the ability to quickly gain a thorough knowledge, of USG contracting regulations (AIDAR, AAPD, etc.) and procedures is required. The position requires good organizational skills, tact, good judgment and discretion, compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with all ODC, PEPFAR, OTI, USAID/Washington and Embassy personnel, at all levels. Good computer skills in the use of a word processing system, D-base, Excel, and other MS Office applications are also required.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae both in English with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: NOVEMBER 26, 2013

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.